



Project Safe Neighborhoods (PSN)
United States Attorney's Office
Southern District of Ohio

2022

REQUEST FOR PROPOSALS

APPLICATIONS ARE DUE AUGUST 31, 2023, at 5:00 PM

OFFICE OF CRIMINAL JUSTICE SERVICES

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Apply for PSN online using the OCJS Grants Management System





OFFICE OF CRIMINAL JUSTICE SERVICES

Project Safe Neighborhoods Grant

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OCJS AND PSN

The Ohio Office of Criminal Justice Services ([OCJS](#)) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead justice planning and assistance office for Ohio, administering millions of dollars in state and federal criminal justice funding every year. OCJS also evaluates programs and develops technology, training, and products for criminal justice professionals and communities. The Project Safe Neighborhoods Task Force in the United States Attorney's Office for the Southern District of Ohio has designated OCJS to administer the FY 2022 Project Safe Neighborhoods (PSN) program.

The [PSN strategy](#) rests on three foundations:

- **Community-Based** –Each local PSN initiative tailors their project to fit the specific violent crime problems in their communities.
- **Targeted** – Each local PSN project uses law enforcement and community intelligence, research, and technology to identify and target *the most actively violent individuals* for enforcement action.
- **Comprehensive** – The United States Attorney's Office ensures that each local project supports their enforcement efforts with prevention and/or reentry strategies.

The Project Safe Neighborhoods grant program supports strategies that lead to a sustained reduction in violent crime, including, but not limited to, criminal gang activities and the felonious possession and use of firearms. The program's effectiveness depends on the ongoing coordination, cooperation, and partnerships of local, state, and federal law enforcement agencies and the communities they serve – all engaged in a unified approach led by the U.S. Attorney. PSN provides the critical funding, resources, and training for law enforcement, prosecutors, and their PSN teams to reduce violent crime and make their communities safer through a comprehensive approach to public safety that marries targeted law enforcement efforts with community engagement, prevention, and reentry efforts.

WHAT TO EXPECT

Application. For technical assistance on any part of the PSN application, call Laura Garcia at: 614-359-2874 or email laura.garcia@dps.ohio.gov.

Review. OCJS staff reviews PSN proposals using an established process discussed in the "Proposal Narrative" section below. Reviewers assure that project budget costs are allowable and directly relate to the program. OCJS conducts internal compliance reviews of funded projects, assessing the timeliness and thoroughness of financial and programmatic reporting. The OCJS Executive Director makes final funding recommendations, which the Director of the Ohio Department of Public Safety subsequently approves. OCJS forwards final recommendations to the Project Safe Neighborhoods Task Force in the United States Attorney's Office for the Southern District of Ohio as well as the Bureau of Justice Assistance.

AWARD NOTIFICATIONS AND EXPECTATIONS

OCJS notifies projects of award decisions and instructions for completing required forms and pre-award conditions electronically through the [OCJS Grants Management System](#). Prior to funding, the grantee will receive orientation information regarding funding conditions and grant management strategies. Forms and assurances included with pre-award conditions include, but are not limited to:

- Equal Employment Opportunity Certification Form
- Civil Rights and EEOP Questions Part 1 Form
- Standard Assurances Form (including [conflicts of interest](#))
- Special Conditions Form
- Fidelity/Surety Bond (Note: only applicable for non-profit applicants)
- Proof of Tax-Exempt Status (Note: only applicable for non-profit applicants)
- Registration in the System for Award Management

ELIGIBLE APPLICANTS

Applicants must be a member of a Violent Crime Working Group of the United States Attorney's Office for the Southern District of Ohio, or be in the process of collaborating with a Violent Crime Working Group. *Applicants who are non-member agencies of Violent Crimes Working Groups should submit a Memorandum of Understanding (MOU) between their agency and the Violent Crime Working Group with which they intend to partner.* In addition, PSN applicants must have an organization, or subrecipient, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible PSN subrecipients include:

1. ***A unit of local government*** has legislative autonomy, jurisdiction, and authority to act in certain circumstances. Units of government include a city, county, township, or village. If two or more jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer, or
2. ***Law enforcement agencies*** applying under this solicitation must be in compliance with crime statistics reporting, using either the [Ohio Incident-Based Reporting System](#) (OIBRS) or the FBI Uniform Crime Reporting Program's National Incident-Based Reporting System (NIBRS) Collection Application (NCA), per [Ohio Revised Code Section 5502.62\(C\)\(6\)](#). **NOTE: Projects implemented by law enforcement agencies may not act as their own subrecipients.**

LENGTH OF FUNDING AND FUNDING CAP

Projects may apply for up to 12 months of funding, operating from **October 1, 2022 to September 30, 2023**. There is no funding cap. Funding will be determined by the number of applications received so prioritize your projects.

NEW AND CONTINUATION PROJECTS

The 2022 PSN Grant Program is a new funding program. However, applicants can apply for funding to continue projects implemented in 2021, as well as propose new projects.

MATCH

This PSN grant program does not require a match; therefore, applicants should leave this section of the budget blank. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

FISCAL CONSIDERATIONS

Applicants will find **unallowable costs** for the PSN program within the Edward Byrne Memorial Justice Assistance Grant program listing [here](#).

Conference Requirements. Applicants are encouraged to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site: [Office of Justice Programs: Financial Guide](#). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to: (1) minimize costs, (2) submit to OCJS for review and prior written approval most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and (3) generally prohibits the use of funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all). *Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should consider this when submitting proposals.* Applicants should also understand that conference cost limits may change and that they should regularly check the guidance for updates before incurring such costs.

Note on food and beverages: OCJS may make exceptions to the general prohibition on using funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OCJS's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Language Assistance. Costs associated with language assistance (if applicable): If an applicant proposes project activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate. For additional information, see: [Office of Justice Programs: Civil Rights Requirements Associated with OJP Awards](#).

PROPOSAL COMPONENTS CHECKLIST

Use the following checklist as a general guide for submitting proposals to OCJS. Read the entire PSN RFP before completing and submitting proposals.

- ☐ Title Page
- ☐ Problem Statement/Target Population
- ☐ Sustainability/Successes/Obstacles
- ☐ Project Description
- ☐ Project Objectives
- ☐ Timeline/Activities
- ☐ Organization Capacity
- ☐ Collaboration Board
- ☐ Executive Summary
- ☐ Budget

FORMAT AND SUBMISSION

Applicants must submit proposals online through the [OCJS Grants Management System](#), by 5 p.m. EST on Thursday, August 31, 2023. Please visit www.ocjsgrants.com. *OCJS will not review late applications or consider them for funding.* Failure to follow the specified application requirements will also disqualify applications from review and consideration for funding.

IMPORTANT: Applications must be in the “APPLICATION SUBMITTED STATUS” in the OCJS Grants Management System to be considered for funding.

Agencies that registered for the OCJS Grants Management System previously should use the same username and password information for this application. OCJS will deny duplicate registration requests. For more information on how to access the application portion of the OCJS Grants Management System, use the application manual located at www.ocjsgrants.com.

For technical assistance on any part of the PSN application, call Laura Garcia at: 614-359-2874 or email laura.garcia@dps.ohio.gov.

PROJECT SAFE NEIGHBORHOODS (PSN) GOALS, PRIORITIES AND REQUIREMENTS

PSN GOAL

The **goal** of the Project Safe Neighborhoods (PSN) Program is to reduce violent crime, including felonious firearm crime and criminal gang violence. Successful projects use a comprehensive approach to public safety that aligns targeted law enforcement efforts with community engagement, prevention, and reentry efforts.

For more information about the Project Safe Neighborhoods Program, view the following resources:

- [Project Safe Neighborhoods: US Department of Justice](#)
- [Bureau of Justice Assistance: Project Safe Neighborhoods](#)
- [PSN Training and Technical Assistance Program \(main\)](#)
- [PSN Training and Technical Assistance Program \(MSU\)](#)
- [Proactive Policing: Effects on Crime and Communities: National Academies](#)

REQUIRED PSN DESIGN FEATURES

Successful PSN projects all require a set of processes that are necessary for the program model to reduce violent crime. All projects must implement five PSN design features:

1. Leadership

The United States Attorney's Office for the Southern District of Ohio convenes PSN partners and ensures coordination and oversight of local projects.

2. Partnership

Members of the United States Attorney's Office for the Southern District of Ohio's Violent Crime Working Group serve as the PSN task force, which includes federal, state, and local law enforcement, prosecutors, university researchers, and various community representatives. Effective PSN projects maintain ongoing coordination among federal, state, and local law enforcement officials, with an emphasis on prevention, tactical intelligence gathering, swift and certain apprehension, strategic prosecutions, and enhanced accountability.

Effective deconfliction is an absolute priority. BJA strongly encourages that PSN task forces deconflict enforcement operations and events (e.g., surveillance, warrant service, undercover operations, etc.).

Applications for projects that coordinate the efforts of multiple law enforcement agencies as partners are strongly encouraged.

3. Targeted and Prioritized Enforcement

The United States Attorney's Office for the Southern District of Ohio's Violent Crime Working Group member cities will implement data-driven strategies to target enforcement efforts in locations with significant violent crime problems and against individuals who are driving the violence. Enforcement efforts will identify locations in greatest need of comprehensive violent crime reduction efforts and the individuals who are driving the violence in those areas, and pursue swift, certain apprehension and prosecutions that provide the most appropriate sanctions.

4. Prevention

While enforcement is a cornerstone of violence reduction, the PSN program requires a comprehensive approach that also focuses on prevention and deterrence efforts. At the outset, establishing public awareness and support for the local violent crime reduction effort is key. This entails developing working relationships with both community leaders and residents, understanding the needs and priorities of the community, and communicating *how law enforcement efforts are helping to reduce crime and increase public safety*. Additionally, PSN encourages partnerships with local prevention and/or reentry programs that can help reduce violent crime by keeping at-risk populations (especially at-risk youth) from offending in the first place. Finally, the PSN program recommends communicating directly to suspected violent individuals about the consequences of continued violent behavior.

5. Accountability

Effective PSN projects maintain accountability by measuring results based on outcomes (reductions in violent crime). This requires PSN task forces to collect, monitor, and analyze relevant crime data with their **research partners**. Effective PSN projects strongly integrate their research partner into strategic planning and implementation processes. Research partners that are involved early in a project can begin planning an evaluation that closely meets the needs of stakeholders. *Research partners depend on local criminal justice agency use of a robust data-sharing infrastructure*. The research partner along with United States Attorney's Office for the Southern District of Ohio's Violent Crime Working Group member agencies collect and analyze relevant data that focus on outcomes—i.e., reduced violent crime. The accountability component is linked to the required Grant Action Plan.

EVIDENCE-BASED PROGRAMS AND PRACTICES

The Bureau of Justice Assistance, which oversees the federal Project Safe Neighborhoods (PSN) Program, places strong emphasis on improving the quantity and quality of programs and practices that are effective in the criminal justice system. They designate programs and practices 'evidence-based' if they have causal evidence of effectiveness, generally obtained through one or more outcome evaluations. The strength of causal evidence will influence the degree to which they consider a program or practice to be evidence-based. Not surprisingly, communities where PSN projects implement evidence-based practices with fidelity have significant violent crime reductions.

Nationwide, PSN projects implement a wide variety of evidence-based strategies in their communities. However, most PSN projects share a set of common evidence-based practices that seem necessary for local success:

Proactive policing. Effective PSN strategies have as one of their goals preventing or reducing violent crime. They are not reactive in terms of focusing primarily on responding to or investigating crimes after they have occurred or uncovering ongoing crime.

Apprehension-focused deterrence. Effective PSN projects prioritize strategies that maximize the certainty of law enforcement *apprehension*. While all elements of the criminal justice system have deterrent effects, [strategies that lead to swift and certain apprehension have vastly stronger crime](#)

[deterrent effects than strategies that prioritize the severity of punishment](#). After apprehension, there is no evidence that the deterrent effect increases when the likelihood of conviction or imprisonment increases. Nor is there any evidence that the deterrent effect increases when the severity of punishment increases. The certainty of law enforcement apprehension is a *vastly more powerful deterrent* than the severity of punishment.

[Community collaboration and buy-in](#) are critical implementation needs for effective PSN projects. Law enforcement and PSN partners must explain to community members and stakeholders how their PSN strategies will prevent violent crime, gain their buy-in and trust, and then maintain an ongoing partnership with them – especially using [problem-oriented policing strategies](#). *Properly implemented strategies will not negatively impact community-police relations.*

[Targeted strategies](#). Within virtually any community, less than 10% of the population commits most violent crimes. Further, most violent crime tends to be concentrated at a small number of community locations (“hot spots”). Consequently, the most effective PSN projects focus their proactive strategies on actively violent individuals operating within places with high concentrations of violent crime. Some projects go further and focus their efforts on groups engaged in violent retaliatory exchanges or gang network rivalries that operate within these spaces.

Effective PSN strategies focus attention on actively violent individuals who play leading roles in driving violent crime in high-crime places. Typically, intelligence analysts from area police departments and other stakeholders compile a list of actively violent individuals using their agency databases and other intelligence sources. Law enforcement and other criminal justice partners forewarn suspects that they will vigorously investigate, apprehend, and prosecute them if suspected of violent crime. *If law enforcement can swiftly deliver on these promises*, suspects will be more likely to perceive an unacceptable risk of apprehension, and will avoid future violent crime.

[Hot spots policing](#) focuses law enforcement resources on [places where violent crime is concentrated](#) (e.g. block faces, street segments, intersections, or addresses) in order to prevent violent crime. [Crime mapping](#) is often necessary to determine the locations of crime hot spots. Once identified, the most effective hot spot policing efforts use [problem-oriented policing strategies](#), working with local residents and partners to figure out why crime is happening at these locations. Such strategies generate significantly better violent crime reductions than [standard model policing tactics](#) such as vehicle patrols, foot patrols, and crackdowns. Communities receiving properly implemented hot spots policing strategies have lower violent crime rates and do not displace crime into surrounding areas. Further, if law enforcement has the buy-in of community members living in the targeted hot-spot areas, community-police relations should not be affected.

Some PSN projects focus their efforts on groups engaged in violent retaliatory exchanges or gang network rivalries that operate within hotspots using [Group Violence Intervention \(GVI\)](#) strategies such as the Operation Ceasefire [focused deterrence](#) model. GVI identifies actively violent group members by conducting a group audit with local criminal justice stakeholders and community members, often supported with law enforcement data. GVI partners convene representative

members of each violent group/gang – especially those who are vulnerable to criminal justice sanctions. At meetings, local community partners convey a credible moral message that the violence must stop. Law enforcement partners notify group members that they will swiftly concentrate their efforts on the gang/group if they commit any future violent acts. Law enforcement often reveals to key group members that they have already accumulated evidence against them. GVI partner agencies also offer services to help individuals at high risk of committing or becoming victims of violent acts. Finally, GVI partners ask group/gang members to communicate the “cease fire” message to their associates. *If law enforcement can swiftly deliver on these promises*, suspects will be more likely to perceive an unacceptable risk of apprehension, and will avoid future violent crime. Communities [properly implementing](#) GVI projects show [significant reductions in violent crime](#) do not displace crime to other areas, and do not negatively affect community-police relations.

Intelligence and analytics. Effective PSN projects use law enforcement and community intelligence and analytics to identify high crime places and suspects driving community violence. Projects integrate analytics into the strategic and tactical operations of the PSN task force and community partners. *Access to current crime-related data is a critical necessity for effective analytics processes. The USAO Southern District is highly interested in projects that propose using sustainable technology solutions such as data sharing.*

BJA provided the following list of resources for PSN projects:

BJA Police and Mental Health Toolkit

<https://pmhctoolkit.bja.gov>

CrimeSolutions.gov

www.crimesolutions.gov

BJA Project Safe Neighborhoods webpage

<https://bja.ojp.gov/program/project-safe-neighborhoods-psn>

Center for Evidence-Based Crime Policy: Community Policing and Procedural Justice

<https://cebcp.org/evidence-based-policing/what-works-in-policing/research-evidence-review/community-policing/>

Identifying and Working With a Research Partner

Frequently Asked Questions and Answers

<https://psn.cj.msu.edu/tta/researchpartnerqa.pdf>

International Association of Chiefs of Police (IACP): Project Safe Neighborhoods Initiative

<https://www.theiacp.org/projects/iacp-project-safe-neighborhoods-initiative>

National Gang Center

www.nationalgangcenter.gov

PSN Resources webpage (Michigan State University)

<https://psn.cj.msu.edu>

Public Safety Clearinghouse

<https://www.nationalpublicsafetypartnership.org/Clearinghouse>

PROJECT SAFE NEIGHBORHOODS (PSN) PROPOSAL NARRATIVE

Problem Statement

Applicants should clearly describe the crime or justice problem that needs addressed and its impact on the community. Grant reviewers evaluate applications on how effectively they:

- clearly describe the nature and scope of the problem. The development of the nature and scope of the problem should be data driven. The application will need to provide relevant local data/statistics, as well as agency statistics, to document the existence of the problem. Applicants can find relevant state and local data online at the [Ohio Crime Dashboard](#) maintained by OCJS.
- discuss the short and long-term consequences for the community if they cannot address their identified problem. More specifically, the applicant should discuss how the problem would impact the community if OCJS does not fund their proposed project.
- clearly identify the *Target Population* the applicant will serve through the grant program. The applicant must clearly describe the identified *Target Population*, and explain its relationship to the problem that needs addressed. Applicants must provide relevant demographic information that described the *Target Population*, such as race, ethnicity, age, socioeconomic status, and geography.
- identify other resources in the community that are currently available to address the problem and/or explain why existing resources are not sufficient to address the problem. If no resources exist, applicant should discuss the gaps in services and explain how the proposed project will help alleviate those gaps.

Project Description

Applicants should describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the *Problem Statement*. Grant reviewers will evaluate applications on how well they:

- clearly describe the proposed activities and approach (i.e., model or practice) to be taken given the nature of the problem to be addressed. The approach should seem logical given the characteristics and needs of the identified *Target Population*.
- document **evidence** that the model or practice chosen is appropriate for the outcomes the program wants to achieve with the *Target Population*, and clearly justifies why the applicant selected the particular model for implementation. **Applicants should provide a detailed discussion on their plan to implement a model that is evidence-based or incorporates evidence-based practices of their field.**
- clearly demonstrate how they will achieve [fidelity](#) to the evidence-based model that they intend to implement. Projects that implement evidence-based practices with fidelity ensure that their core services, components, and procedures are consistent with the evidence-based model they utilize. Applicants must provide adequate discussion of the resources that are required to implement their project, and the resources should be reasonable given the scope and detail of their identified approach.

Sustainability/Accomplishments/Obstacles

Applicants should describe a plan of action that the proposed project will implement in order to sustain the program activities discussed in the *Project Description*. Applicants should also describe previous accomplishments and obstacles they faced when carrying out similar activities that they discuss in the *Project Description*. Grant reviewers will evaluate applications on how well they:

- explain the steps that the applicant will take to ensure long-term program [sustainability](#) (i.e., the ability for the program to maintain its services over time). The applicant must demonstrate a commitment to the program by describing a plan for maintaining programmatic *activities* in the event that funding support from OCJS has ended.
- describe previous accomplishments and obstacles that informed program activities and how those helped shape the proposed activities.
- describe any obstacles that have affected the identified target population. Describe steps that the applicant and/or partners took or plan to take to continue programming activities for the identified target population.
- elaborate on collaboration with community resources and how various agencies and stakeholders have played a role in sustainability, accomplishments and obstacles.

Project Objectives

Project Objectives measure changes that result from implementing the proposed project with the *Target Population* during the grant year. Applicants should describe these anticipated changes (or outcomes). Achieved *Project Objectives* should reflect measureable changes for the *Target Population* due to the services offered by the program during the grant year. There are two types of *Project Objectives*:

- 1) **Process objectives** describe the “processes” (*Activities*) that a program will implement during the grant year.
- 2) **Outcome objectives** describe the measured changes that will result from implementing the proposed project during the grant year.

Applicants should link their process objectives to their outcome objectives.

Applicants must provide at least two objectives: one process objective and one outcome objective. Each objective should include a *performance indicator* that identifies how change will be measured and with what instruments and/or tools. If available, applicants should list *baseline data* for each performance indicator. Finally, applicants should describe the *data collection methods* they will use.

Grant reviewers evaluate applications on how effectively they:

- clearly identify *Project Objectives*
- clearly identify *performance indicators*
- clearly identify any *baseline data* that exists
- clearly describe how *performance data* will be collected

Timeline and Activities

Applicants should describe how the programmatic and grant administrative activities as well as the related outcomes and objectives will be reasonably achieved in the given project period. Grant reviewers evaluate applications based on how effectively they:

- present a comprehensive, thorough *Timeline* that is well defined and comprehensively specifies what will be done, who (individuals and organizations) will do it, and when it will be accomplished. Include activities such as anticipated *Collaboration Board* meetings, OCJS grant reporting deadlines and any other activities specific to the project. The *Timeline* should be reasonable given the nature of the problem, the *Target Population*, and the approach/response discussed in earlier sections of the application.
- if applicable, applicants should include any other deliverables they will be create and/or use throughout the project.

Organization Capacity

Applicants should provide a comprehensive discussion of the history and accomplishments of the organization and staff responsible for implementing the project to illustrate their capacity to implement the project. Identify any key staff that will be involved in the project, including the project director and other individuals who will be responsible for administering the grant and implementing the program. Grant reviewers will evaluate applications in terms of how effectively they:

- clearly identify the mission of the agency that will serve as the subrecipient and/or implementing agency. The application should clearly demonstrate the capacity of the subrecipient and implementing agency to administer grants of similar size and scope as the project submitted for funding. The applicant should demonstrate that they have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed.
- clearly identify the key staff, including any volunteers that will be participating in the proposed project, including their qualifications, experience, and education.
- discuss how successful completion of the project is realistic given the key staff implementing the project. Project applications that have position vacancies should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

Collaboration Boards

Collaboration Boards are essential to the funding process. The leadership, oversight, and direction they provide help projects achieve their *goals* and objectives through a shared community vision. Collaboration Boards should be comprised of implementation team representatives as well as relevant stakeholders from the local community. ***The Collaboration Board is not an agency's Board of Trustees or Advisory Board.*** The Collaboration Board **must** conduct meetings ***at least quarterly***, prepare meeting agendas, and keep minutes of discussion items. Applicants should describe the collaborative effort between the applicant and other organizations.

Grant reviewers will evaluate the application in terms of how effectively they:

- identify the organizations that will participate in the Collaboration Board that will be responsible for overseeing the project. Describe their roles and demonstrate their commitment to the project. The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board. **Signed commitment letters will be required from all representatives on the Collaboration Board**
- describe how the roles and functions of each organization will support the overall *goal* of the project. Applicants should clearly link partner agencies with their roles and functions within the collaborative group.
- provide details describing the management of the collaborative group. The applicant should document when they expect to convene quarterly meetings, how they will notify members of upcoming meetings, and the process for distributing and maintaining records of minutes of meetings. If the applicant uses an existing community board or group to serve as the Collaboration Board, describe how the group will provide specific oversight for this project.
- describe how the collaborative group will work together to achieve project *goals and objectives*.

The Collaboration Board must have at least one federal partner.

Letters of Support. Applications must include commitment letters from all collaboration board members. Letters must be submitted on the collaboration board member's letterhead and detail each agency's role and commitment as a partner within the proposed project. All applicants are required to upload collaboration board letters into the [OCJS Grants Management System](#) in the "Collaboration Board" section of the online application. Applications without collaboration letters are incomplete and considered ineligible for funding.

Budget

Describe any costs associated with implementing the program. Grant reviewers will evaluate the budget in terms of how effectively it:

- presents a clear, detailed budget with a narrative that explains and justifies the budget information.
- justifies the costs of the proposed program and that the costs are considered reasonable and cost-effective in view of the types and range of *Activities* to be conducted, the number of participants to be served, and the expected results and benefits.
- clearly states how applicants expect to use match funds and the source of match funds.

Allowable Uses for Award Funds

Allowable costs (for all non-federal entities, other than for-profit entities and hospitals) are those costs consistent with the principals set out in the Uniform Guidance 2 C.F.R. 200, Subpart E, and those permitted by the grant program's authorizing legislation. To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project, and they must comply with the funding statute and agency requirements. Allowable uses of this funding include support of:

- Salary, wage, and fringe benefits of individuals supporting the PSN project
- Overtime compensation of individuals supporting the PSN project

- Workshops and events associated with the support of the PSN project (pending approval by OJP/BJA)
- Travel associated with implementation and evaluation of the PSN project
- Equipment purchased to support the execution of the PSN project
- Printing, publication and duplication of materials that support the PSN project
- Administrative costs (up to 10 percent of the award) incurred by the fiscal agent

Applicants will find **unallowable costs** for the PSN program and other grant programs [here](#).